

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Accident Reporting Policy

1. To develop a comprehensive Safety Program, it is necessary to gather information on the MEDDAC's accident record. This information is used to identify accident trends, to institute countermeasures, and to develop a statistical database used in the Accident Prevention Program.
2. It is this command's policy that **ALL ACCIDENTS** be reported to the Safety Office telephonically within one hour of the occurrence. The Unit Safety NCO will forward a completed 285-AB-R (Report of Army Accident Abbreviated Form (Reproducible)) for all military and civilian accidents and a Department of Labor Form CA-1, CA-2, or CA-20 for all civilian accidents to the Safety Office within 72 hours. If further clarification is needed regarding reporting of accidents, please contact the Safety Officer.
3. If a **lost time accident** occurs (this is when personnel lost time beyond the original date of injury), the **supervisor** of the employee will schedule an appointment to brief myself and the Safety Manager on the accident. The briefing will include the cause, circumstances, and corrective action taken by the supervisor. If the accident occurs after regular duty hours, the above procedure will be implemented on the first regular business day after the occurrence.
4. Accidents are an unacceptable impedance to our mission. I expect supervisors and leaders at every level to take steps to ensure that accidents are minimized.
5. This is my standard. Anything less is unacceptable.

//original signed//
THOMAS W. SMITH
Colonel, Medical Corps
Commanding

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